

**SCHOOL BOARD
FINANCE SUMMARY FORM**

The purpose of the document is to present the Providence School Board and Finance Committee with the necessary information to make data-informed decisions about the district's spending as it pertains to contracts.

Instructions:

1. Please complete this form as fully and accurately as possible according to the guidance provided in each section.
 - a. The form must be completed if:
 - i. the total of the purchase or contract exceeds \$200,000
 - ii. the contract is for a term of more than one year
 - iii. the purchase or contract was NOT the result of formal competitive bidding or cooperative purchasing (i.e. it is a sole source purchase)
2. Once this form has been completed, send a copy to the Director of Purchasing and the Board Services Team. They will notify you of the next Finance Committee meeting and host a contract presentation review prior. Finance Committee typically meets the second Wednesday of the month. Only purchases/contracts that have already been reviewed and approved by the Superintendent will be scheduled before the Finance Committee.

Vendor Name: Harvard

Amount: \$ 99,000

Source of Funds: ESSER II District-Based School-Based

Check box for Fiscal Year: FY22 FY23 FY24

Purchase or Contract: Purchase Contract

Length of Contract (list start date and end date): 2 years - September 1, 2022 to August 31, 2024

PPSD Contact Name: Christopher Petisce

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Harvard University (vendor name) for two Strategic Data Project fellows (type of services) amounting in \$ 99,000 (total amount in dollars) for the Finance Department and Accountability Department located at the Central Office at 797 Westminster (school name(s)). If approved, the contract will begin 9/1/2022 (date) and end 8/31/2024 (date), approximately.

Justification of Spending:

Provide 5-7 points that support the recommendation as to why funds should be spent this way.

Use the prompts to help guide your response.

- a. *How is this connected to the Turnaround Action Plan/ aligned to the district's vision?*
- b. *Why does the district need this purchase?*
- c. *Why is the dollar amount requested the necessary amount?*
- d. *What are the implications of not spending this money?*

It is recommended that the Board approve a contract with Harvard / Center for Education Policy Research (CEPR) for the hiring of a two (2) Strategic Data Project Fellows to support the PPSD Finance team and the PPSD Accountability team. The cost for each fellow is \$49,500 for a total cost of \$99,000. These payments are a set program cost for Harvard; a payment of \$24,750 per fellow will be made in each fiscal year (see spending breakdown).

The Turnaround Action Plan requires the district to build efficient district systems in order to create foundations for success. The data fellows will provide much needed data support and analysis to drive decision making at the central office level for school resources, and at the school level to drive school improvement plans that lead to meeting TAP goals.

Justification of Vendor Selection

Provide 3-5 bullet points that support the recommendation as to how this vendor was selected. You may attach any documents with additional data on their performance (please note below that this information is attached).

Use the below prompts to help guide your response.

- a. *Provide a 3-5 sentence summary of the vendor (can cut and paste contract Executive Summary) about who they are and what they do.*
- b. *What was the procurement process for selecting the vendor?*
 - i. *Which PPSD staff members were involved in that procurement process?*
- c. *If this is a returning vendor:*
 - i. *Share a summary of our experience with this vendor.*

SDP has partnered with school districts, charter school networks, state education agencies, and nonprofit education organizations to bring high quality research methods and data analysis to bear on strategic management and policy decisions. SDP was formed on two fundamental premises: (1) policy and management decisions can directly influence schools' and teachers' ability to improve student achievement; and (2) valid and reliable data analysis significantly improves the quality of decision making.

- The SDP Fellowship is a program that develops and trains talented data strategists in client agencies where they take on an important data or analytic project identified by the partnering agency. The program recruits and selects researchers and data strategists to act as "Data Fellows."
- All Fellows receive training and supports designed to boost skills and knowledge in three key areas: (1) measurement and analysis, (2) leadership and change management, and (3) education policy in order to carry out the work of the agency.

- PPSD will become part of a national network of data strategists and researchers making an impact in education reform through research and data.

Harvard University is the sole source partner for recruiting and retaining Strategic Data Project Fellows

Accountability Measures

*In 3-5 bullet points, describe the accountability measures that will ensure that the vendor meets all requirements set forth in the contract and that the district is able to maintain a record of the quality of the services. These need to be performance-based in nature. Every contract should include explicit language requiring vendor accountability, i.e. required program evaluation or the submission of a final report summarizing progress against each itemized deliverable. **Note: if this contract is a purchase agreement, you can skip this section.***

Use the below questions to guide your response.

- a. *Which PPSD staff member will serve as the lead for tracking accountability and performance metrics?*
- b. *What accountability measures have you agreed upon in your contract (can copy and paste from draft contract)?*
- c. *How is this purchase tied to overall student achievement (refer to TAP specific goals if possible)?*

Christopher Petisce, Executive Director of Finance, will oversee the work of the SDP Fellow hired for the Finance Department. The SDP Fellow will primarily support the districtwide roll-out of Student-Based Budgeting and serve as a support to principals and district leaders in that process.

Spending Breakdown

In the table below, list the deliverables of the purchase or contract and their associated cost to justify the total cost of the purchase. If easier, please attach an excel file or other document.

Proposed Budget	Dollar Amount
SDP Fellow for Finance - Year 1 (FY23)	\$24,750
SDP Fellow for Finance - Year 2 (FY24)	\$24,750
SDP Fellow for Innovation - Year 1 (FY23)	\$24,750
SDP Fellow for Innovation - Year 2 (FY24)	\$24,750
Total	\$99,000